



PRISON CANTEEN MANAGER I
PRISON CANTEEN MANAGER II
Final Filing Date: September 19, 2014

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail to: **Department of Corrections and Rehabilitation**
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at: **Department of Corrections and Rehabilitation**
Office of Workforce Planning
1515 S Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

If you meet the entrance requirements for **Prison Canteen Manager I and/or Prison Canteen Manager II**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

APPLICATION DEADLINE/ REQUIREMENTS **September 19, 2014**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: **July 21, 2014**

Prison Canteen Manager I
\$3,497 - \$4,411

Prison Canteen Manager II
\$3,906 - \$4,847

MINIMUM QUALIFICATIONS **Prison Canteen Manager I**

Experience: Two years of experience involving the purchasing, pricing, warehousing, and marketing of equipment or supplies.

Prison Canteen Manager II

Either I

One year of experience in a California state correctional facility performing the duties of a Prison Canteen Manager I.

Or II

Three years of experience involving the purchasing, pricing, warehousing, and marketing of equipment or supplies; at least one year of which shall have been in a supervisory capacity.

SPECIAL PERSONAL CHARACTERISTICS: Sympathetic and objective understanding of persons under restraint; tact; poise; emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM
QUALIFICATIONS
(CONTINUED)

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

Candidates who meet the “Minimum Qualifications” will be mailed a Qualifications Assessment designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

KNOWLEDGE AND ABILITIES FOR PRISON CANTEEN MANAGER I/PRISON CANTEEN MANAGER II

- A. Knowledge of:

1. Methods and practices of purchasing, merchandising, and sales.

2. Methods and practices in receiving, storing, and accounting for merchandise.
- B. Ability to:

1. Plan, organize, and direct staff in a prison canteen, including inmate assistants.

2. Anticipate and estimate merchandise, stocks and supplies needed to operate a prison canteen.

3. Establish and maintain effective working relations with those contacted in the work.

4. Keep records and prepare reports.

5. Promote socially acceptable behavior among inmates or youthful offenders.

6. Analyze situations accurately and take effective action.

ADDITIONAL KNOWLEDGE AND ABILITIES FOR PRISON CANTEEN MANAGER II

- A. Knowledge of:

3. Principles and practices of supervision.

4. A supervisor's role in an Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives.
- B. Ability to:

7. Contribute to the Department's EEO objectives.

ELIGIBLE LIST
INFORMATION

The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Prison Canteen Manager I**, either: (1) plans, organizes, and directs the entire Canteen program for a medium-sized correctional institution, or (2) as assistant to the Prison Canteen Manager II, spends the majority of the time on the purchasing and pricing functions and on aspects of overall program management; and supervises inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs

A **Prison Canteen Manger II**, plans, organizes and directs the entire Canteen program for a large correctional institution, where the responsibility includes supervising civil services and inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs.

Positions exist throughout the state with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS’
PREFERENCE/
CAREER CREDITS

Veterans’ Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

GENERAL INFORMATION
(CONTINUED)

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any **Open** examination. **Veterans’ Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference; 2) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs’ website at [www.jobs.ca.gov/job/VeteransInformation](#).

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS